

Local Chapter Director and Volunteer Training

Fasten **your seatbelts**, review your **flight plan**, and **prepare** to take **your NGPA chapter** to **new heights**!



NGPA

The Worldwide LGBTQ+
Aviation Community



First of All...



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Aviation Community**



Today's Waypoints

- ⦿ NGPA History, Organization, and Mission
- ⦿ Chapter Organization
- ⦿ Chapter Resources
- ⦿ Chapter Communications
- ⦿ Chapter Events
- ⦿ Finances
- ⦿ NGPA National Events
- ⦿ NGPA National Programs
- ⦿ Post Flight



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NGPA History

✧ History

- ✧ 1990 gay pilots gathered in Provincetown, MA
- ✧ Fear of being outed and losing jobs
- ✧ Used an ad to coordinate a meet-up and wore aviation t-shirts to help identify each other
- ✧ We owe everything to the pilots who blazed the trail for us
- ✧ Today we have nearly 5,000 members

✧ Our Story



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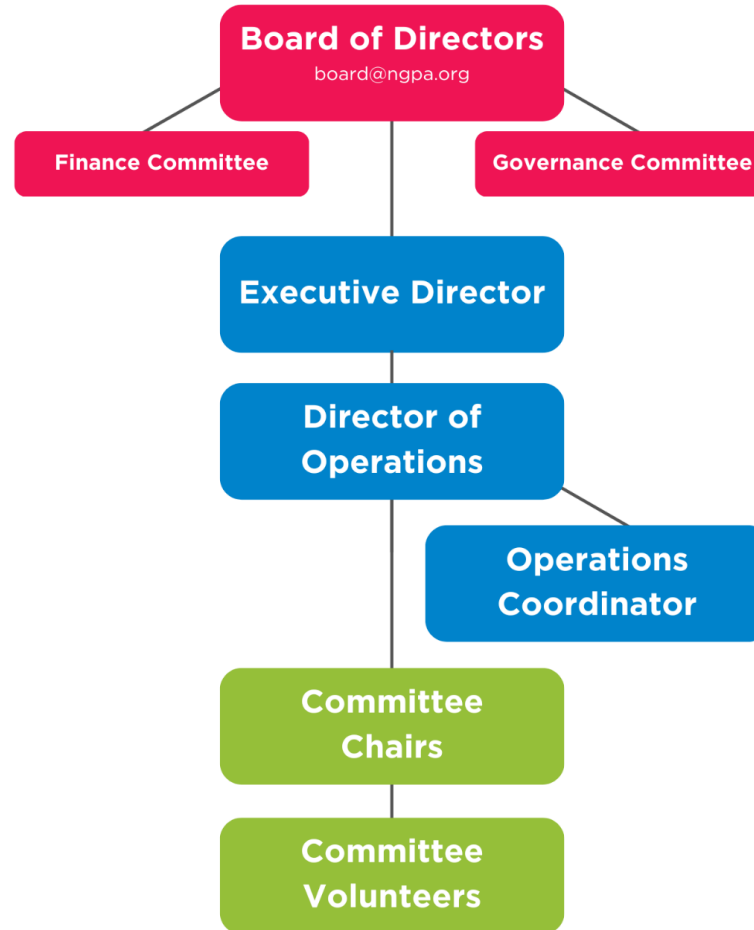
How NGPA is Organized

- ✦ **NGPA is a 503(c)(3) public charity**
 - ✦ Comes with some limitations
- ✦ **Executive Director**
 - ✦ Justin Ellixson-Andrews
- ✦ **Board of Directors**
 - ✦ Chair – Scott Konzem
 - ✦ 15 Members
- ✦ **Chapters – the foundation of NGPA**
 - ✦ 27 US
 - ✦ 3 International (Australia, UK, Europe)
 - ✦ 3 Affiliates
 - ✦ 15 Universities and Flight Schools
 - ✦ More in the works!!!



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NGPA Mission

Our mission is simple:
to **BUILD, SUPPORT, and UNITE** the LGBT
aviation community worldwide

**Local chapters play the key role in
fulfilling the NGPA Mission!**



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Let's Talk About Affiliates

- ⊗ They are their own entity and some may have their own non-profit status
- ⊗ They do not fall under NGPA's policies and procedures
- ⊗ They are welcome at NGPA National and Local events
- ⊗ NGPA Local Chapters can exist in Affiliate cities
- ⊗ People can choose to be members of both NGPA and Affiliates
- ⊗ We encourage NGPA members in these cities to start Local NGPA Chapters if there is not one



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Chapter Organization

- ✦ **Local Chapter Director**
- ✦ **Events Coordinator**
- ✦ **Membership and Communications Coordinator**
- ✦ **Education and Safety Coordinator**



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How Much Time Will I Spend On NGPA Stuff?

- ⦿ **Depends on the event but normally about 5 hours per month**



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Your Role as Local Chapter Director

✦ It is very important

- ✦ Liaison between your chapter & the national organization
- ✦ Represent NGPA at local events
- ✦ Lead your chapter to success by
 - ✦ Striving to create a safe and welcoming environment for everyone
 - ✦ Embodying NGPA's goals and initiatives
 - ✦ Making decisions for your chapter that are in the best interest of your members and the NGPA

✦ Chapter officers are NGPA Volunteers

- ✦ You agree to abide by all volunteer guidelines
- ✦ [Volunteer Handbook](#)



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Chapter Resources

✦ **NGPA Operations – St. Louis Park, MN (near MSP)**

- ✦ Luke Schneider - NGPA Director of Operations
- ✦ Beau Steelman - NGPA Operations Coordinator

✦ **National Chapters Director**

- ✦ Cole Kerns – Dallas, TX
- ✦ Eric Mann – Dallas, TX

✦ **NGPA.ORG/Chapters**

- ✦ Marketing Work Request
- ✦ Logos and Branding
- ✦ Reimbursements
- ✦ Event Notification
- ✦ Event Release Plan



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Chapter Resources

Register for your Local Chapter

Don't see your area represented? reach out to us at chapters@ngpa.org.

Tools for Current Chapter Leadership Teams: [Marketing Work Request](#) | [Logo and Branding Resources](#) | [Receipt Submission for Reimbursement](#) | [Chapter Event Notification Form](#) | [Chapter Event Release Plan](#)

✪ **Chapter Handbook**

✪ **chapters@ngpa.org**



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Chapter Communications

✦ Text and E-mail

- ✦ Chapter Handbook has directions on how to:
 - ✦ Associate with multiple chapters
 - ✦ Opt-in to Text and E-Mail
 - ✦ Filling out the **Event Notification** form will generate the text and e-mail to your chapter members (and anyone who has associated themselves with that chapter)

✦ Local Chapter Director E-mail

- ✦ your.name@ngpa.org



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Chapter Communications: Social Media

✦ Chapter Accounts

- ✦ Facebook, Instagram, Twitter, etc.
- ✦ All posts must be appropriate
- ✦ NGPA and Chairs, National Chapter must be made ADMINS

✦ Usernames/Passwords

- ✦ Secure in a safe place
- ✦ Avoid using personal emails on chapter accounts
- ✦ Information should be passed on to future chapter leaders



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Chapter Communications: Social Media

- ✦ [NGPA Style Guide](#)
- ✦ [Branding and Logos](#)



WINDY CITY FLYERS
LOCAL CHAPTER



NGPA
LOCAL CHAPTER
CHICAGO WINDY CITY FLYERS



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Chapter Communications

✦ Newsletters

- ✦ Optional, but a good idea
- ✦ Canva is a good, free resource

✦ Tracking Clicks

- ✦ Bitly is a free way to shorten a hyperlink and track clicks



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Chapter Events

✦ Start Simple

- ✦ Dinners, cocktail party, etc.
- ✦ Work your way up to larger, more complicated events

✦ Event Ideas

- ✦ Tour ATC Tower, Approach, Center, Fly-In
- ✦ Top Golf, Bowling, Attend Airshow, Participate in Local PRIDE

✦ [Chapter Event Release Guide](#)

✦ Encourage event participants to [Join NGPA!](#)



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Finances

✦ [Finance Guide](#)

✦ **Chapter Budgets**

- ✦ Local chapters get \$1000 per year
- ✦ More funds available on a case-by-case basis
- ✦ Separate funds available for Pride events
- ✦ Save receipts and submit reimbursements
- ✦ If in doubt whether expense is reimbursable just ask us

✦ [Reimbursement Requests](#)

✦ **Balance Sheet**

- ✦ Chapters are encouraged to maintain independent balance sheet of claimed expenses.



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Finances

⦿ **Restrictions**

- ⦿ Only NGPA National can collect funds
- ⦿ Using NGPA funds to purchase alcohol – only when approved by the Operations Team and served by a bartending service

⦿ **Sponsors versus Donations**

- ⦿ Donations can be tax deductible - donors do not get signage
- ⦿ Sponsors do not get tax deductions – sponsors get signage
- ⦿ NGPA can provide letter for tax deductions to the donor

⦿ **Get your State's Sales Tax Exemption Letter for Charities**

- ⦿ Not all states recognize NGPA as a sales tax-exempt charity
- ⦿ LCDs should contact NGPA Ops to get this started



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Finances

⦿ **Soliciting sponsorships/donations from NGPA Sponsors**

- ⦿ United Airlines, JSX, NBAA, etc.
- ⦿ Any conversation with these sponsors must include the Executive Director and Director of Operations of the national organization

⦿ **Soliciting donations from local donors/sponsors**

- ⦿ Local FBO, pizza restaurant, airport authority, etc.
- ⦿ Local chapters are welcome solicit and take sponsorships/donations from these organizations



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National Events

✦ Transgender Social

- ✦ April 19-24, 2024
- ✦ Atlanta, GA

✦ 2024 Wings over Florida

- ✦ TBD
- ✦ Fort Lauderdale, FL

✦ 2024 EAA

- ✦ July 22-28, 2024
- ✦ Oshkosh, WI

* Note: National Events typically occur the same time every year in the same location except for the Transgender Social, Wings Over, and Aviation Inclusion Summit rotating locations.



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National Events

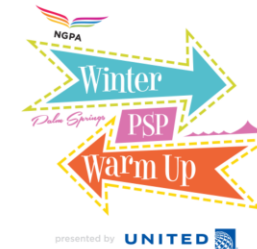
⊗ Cape Cod Classic

- ⊗ September 12-15, 2024
- ⊗ Provincetown, MA (out on the Cape)



⊗ Winter Warm-Up and Industry Expo

- ⊗ February 15-18, 2024
- ⊗ Palm Springs, CA
- ⊗ Largest National Event



February 15-18
2024



2024

⊗ Aviation Inclusion Summit 2024

- ⊗ November 13-15, 2024



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NGPA National Programs

⦿ Member Resources

- ⦿ NGPA Cares – Mental Health Resources
- ⦿ Women's Committee
- ⦿ Transgender Committee
- ⦿ Aviation Medical Advisory Service
- ⦿ Scholarship Program
- ⦿ Mentorship Program
- ⦿ Career Connection
- ⦿ Discounts
- ⦿ University Chapters



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Member

Career Connection

Jobs and Opportunities for NGPA Members

⦿ Career Connection

- ⦿ Resources webpage visible only to NGPA members
- ⦿ Members may subscribe to emails highlighting opportunities by logging in on ngpa.org



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⦿ **Ascend Mentorship Program**

- ⦿ Anyone is welcome to apply
- ⦿ Students are encouraged to take advantage of this program
- ⦿ Visit [this link](#) to learn more



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NGPA Swag

🌐 [NGPA Store](#)



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Post Flight

✦ **Send your photos and a brief wrap-up of your event**

✦ Chapters@ngpa.org

✦ **Have an achievement? Let us know!**

✦ [Report Your Achievement](#)

✦ **NGPA HQ Address**

✦ 4931 W. 35th Street Suite 100
St. Louis Park, MN 55416



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Thank you for attending!



Equality

Authentic

NGPA

Respect



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